



# 2012

District and Campus  
COORDINATOR  
MANUAL

TEXAS STUDENT ASSESSMENT PROGRAM

State of Texas Assessments of Academic Readiness (STAAR)  
Texas English Language Proficiency Assessment System (TELPAS)

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# Contact Information/Resources

2012 Contact Information	
For questions about	Contact
student assessment program and Texas Education Agency's policies, State Board of Education or commissioner rules, accommodation requests, testing irregularities, and general testing questions	Texas Education Agency's Student Assessment Division Telephone: 512-463-9536 Fax: 512-463-9302 E-mail: Student.Assessment@tea.state.tx.us Website: <a href="http://www.tea.state.tx.us/student.assessment">http://www.tea.state.tx.us/student.assessment</a>
shipment status, missing shipments, additional orders, standard and optional reports requests, score code corrections, student information updates or changes, hand-scoring and rescoring requests, and precoding	Pearson's Austin Operations Center Telephone: 800-252-9186 512-989-5300 Fax: 512-989-5375 E-mail: AOCAnswers@support.pearson.com
accessing and navigating the Texas TrainingCenter for TELPAS online rater training and calibration	Pearson's Austin Operations Center Telephone for coordinators: 800-252-9186 Telephone for raters: 800-627-0225 E-mail for all: <a href="mailto:telpas.techhelp@support.pearson.com">telpas.techhelp@support.pearson.com</a>
accessing online resources or online test administration procedures for online testing technical concerns or issues	Pearson's Austin Operations Center Telephone: 800-252-9186 512-989-5300 Fax: 512-989-5375 E-mail: <a href="mailto:pearsononlinetesting@support.pearson.com">pearsononlinetesting@support.pearson.com</a>

2012 General Information Resources	
For general information related to	Access
student assessment program	TEA Student Assessment Division website at <a href="http://www.tea.state.tx.us/student.assessment">http://www.tea.state.tx.us/student.assessment</a>
participation counts and precoding	<i>User's Guide for the Texas Assessment Management System</i> at <a href="http://www.TexasAssessment.com/resources">http://www.TexasAssessment.com/resources</a>
ordering additional materials	<i>User's Guide for the Texas Assessment Management System</i> at <a href="http://www.TexasAssessment.com/resources">http://www.TexasAssessment.com/resources</a>
STAAR	<a href="http://www.tea.state.tx.us/student.assessment/staar">http://www.tea.state.tx.us/student.assessment/staar</a>
STAAR Spanish, STAAR L, and TELPAS	<a href="http://www.tea.state.tx.us/student.assessment/ELL">http://www.tea.state.tx.us/student.assessment/ELL</a>
STAAR Modified and STAAR Alternate	<a href="http://www.tea.state.tx.us/student.assessment/special-ed">http://www.tea.state.tx.us/student.assessment/special-ed</a>
TELPAS holistic rating training courses, online calibration activities, and training management tools for coordinators	<a href="http://www.TexasAssessment.com/telpasonlinetraining">http://www.TexasAssessment.com/telpasonlinetraining</a>
online training, administration materials, online testing technology help documents, and student tutorials	<a href="http://www.TexasAssessment.com/resources">http://www.TexasAssessment.com/resources</a>
reporting incidents of testing irregularities	<a href="http://www.tea.state.tx.us/student.assessment/admin/incidents/online">http://www.tea.state.tx.us/student.assessment/admin/incidents/online</a>

2012 Online Resources	
Reference materials available online include the	Located at
<i>2011–2012 Test Security Supplement</i>	<a href="http://www.tea.state.tx.us/student.assessment/security">http://www.tea.state.tx.us/student.assessment/security</a>
<i>2012 District and Campus Coordinator Manual</i>	<a href="http://www.tea.state.tx.us/student.assessment/manuals/dccm/">http://www.tea.state.tx.us/student.assessment/manuals/dccm/</a>
Accommodation Resources	<a href="http://www.tea.state.tx.us/student.assessment/accommodations">http://www.tea.state.tx.us/student.assessment/accommodations</a>
ARD Committee Resources	<a href="http://www.tea.state.tx.us/student.assessment/ard">http://www.tea.state.tx.us/student.assessment/ard</a>
LPAC Resources	<a href="http://www.tea.state.tx.us/student.assessment/ELL">http://www.tea.state.tx.us/student.assessment/ELL</a>
STAAR Questions and Answers	<a href="http://www.tea.state.tx.us/student.assessment/staar">http://www.tea.state.tx.us/student.assessment/staar</a>
<i>TestNav 7 Combined Technical User's Guide</i>	<a href="http://www.TexasAssessment.com/resources">http://www.TexasAssessment.com/resources</a>
<i>User's Guide for the Texas Assessment Management System</i>	<a href="http://www.TexasAssessment.com/resources">http://www.TexasAssessment.com/resources</a>

## Abbreviations

Certain key terms are abbreviated throughout the manual. The table below lists abbreviations commonly used in the Coordinator Manual.

Abbreviation	Term
ARD	admission, review, and dismissal
ECG	English Clarification Guide
ELL	English language learner
ELPS	English Language Proficiency Standards
EOC	end-of-course
ESL	English as a second language
LEP	limited English proficient
LPAC	language proficiency assessment committee
PEIMS	Public Education Information Management System
PLDs	proficiency level descriptors
STAAR	State of Texas Assessments of Academic Readiness
TAC	Texas Administrative Code
TEC	Texas Education Code
TEKS	Texas Essential Knowledge and Skills
TELPAS	Texas English Language Proficiency Assessment System



# Policy and Procedure Highlights

This section provides key policy and procedure highlights for the spring 2012 STAAR and TELPAS administrations. The STAAR Questions and Answers document on TEA's Student Assessment Division website provides additional information about assessment policies and procedures.



STAAR Questions  
and Answers

## Standard-Setting Activities

- Meetings to set performance standards for STAAR EOC assessments will take place in February 2012, prior to results from spring testing being reported to districts.
- Performance standards for the STAAR grades 3–8 assessments will be set in fall 2012. Only raw scores will be reported following the spring 2012 administrations. Standards for STAAR EOC Modified will be set in August 2012 and standards for STAAR grades 3–8 Modified will be set in October and November 2012.

## Student Success Initiative (SSI)

- Because performance standards for STAAR and STAAR Modified grades 3–8 will not be set until after the spring 2012 administration, SSI retest opportunities for STAAR and STAAR Modified grades 5 and 8 reading and mathematics will not be provided in 2012.
- For the 2011–2012 school year, districts should use other relevant academic information to make promotion/retention decisions.

## Assessments for Students Receiving Special Education Services

- Accommodated forms of STAAR are not available, but format changes similar to TAKS (Accommodated) have been made to STAAR assessments for all grades/subjects and courses.
- STAAR Modified and STAAR Alternate assessments are available for students who meet specific participation requirements.

## Assessments for ELLs

- ELL participation requirements for the STAAR program underwent revision and public review in fall 2011 in conjunction with the commissioner of education rule-making process. The proposed rules were in the final review and approval stages at the time of this manual's printing. Refer to the Texas Administrative Code, Chapter 101, Subchapter AA, or the LPAC Resources page for the adopted rules.



Texas  
Administrative  
Code

LPAC Resources

## NOTES



Accommodation  
Resources

- Spanish versions of STAAR, called STAAR Spanish, are available at grades 3–5 for eligible ELLs in the same grades and subject areas assessed by the English versions.
- Linguistically accommodated versions of STAAR, called STAAR L, are available for eligible ELLs in grades 3–8 and high school in mathematics, science, and social studies.
- ELLs not eligible for STAAR Spanish or STAAR L may be provided allowable linguistic accommodations on other STAAR assessments.

## Scheduling Test Sessions

- All STAAR test sessions have a four-hour time limit, although some tests such as writing at grades 4 and 7 are given over two days, four hours each day.
- Districts may administer multiple STAAR test sessions in the same day. If necessary, they may decide on early start times or extending testing beyond the typical school day, particularly at the high school level.
- Accommodations for extra time or an extra day will be available only for students who meet eligibility criteria for their use.
- TELPAS test sessions remain untimed as in the past.

## Materials Quantities

- New grade 3 procedures (separate answer document) and EOC materials (separate test booklet and answer document by course) will likely result in a higher volume of materials to be handled at the local level.
- Districts that do not order additional EOC test booklets in sufficient time prior to the opening of the testing windows may be required to test online if they cannot resolve the test booklet shortages another way.

## Dictionaries and Calculators

- Dictionaries must be available to all students taking the following assessments:
  - STAAR grades 6–8 reading assessments (including STAAR Modified)
  - STAAR grade 7 writing assessments (including STAAR Modified)
  - STAAR English I, English II, and English III assessments (including STAAR Modified)
- For reading and writing tests at grades 3–5, dictionaries will be available as an accommodation for eligible students.
- Calculators must be available to all students taking the following assessments:
  - STAAR, STAAR L, and STAAR Modified Algebra I and geometry: one graphing calculator is required for each student.
  - STAAR and STAAR L Algebra II: one graphing calculator is required for each student.

- STAAR, STAAR L, and STAAR Modified biology: one four-function, scientific, or graphing calculator is required for every five students.
- STAAR and STAAR L chemistry and physics: one scientific or graphing calculator is required for each student.
- For mathematics and science tests at grades 3–8, calculators will be available as an accommodation for eligible students.

## Reference Charts and Graph Paper

- Reference materials (e.g., formula charts) for STAAR mathematics and science assessments and graph paper for STAAR mathematics assessments will be included in test booklets.
- These materials will be printed on perforated pages so that students can remove them for use during the test administration.

## Griddable Items

- Most STAAR mathematics and science assessments will have an increased number of open-ended (griddable) items to allow students the opportunity to derive an answer independently without being influenced by the answer choices.
- STAAR Modified mathematics assessments include a small number of griddable items.

## Composition Retention and Duplication

- District personnel are not permitted to retain copies of student compositions and/or short answer responses for any STAAR or STAAR Modified administration. CDs of confidential images of student compositions and short answer responses will no longer be available.

## Make-up Testing

- For the STAAR program, make-up testing opportunities for students who are absent are available for all grades, subjects, and courses.
- Make-up testing opportunities are also available for all administrations.
- Make-up sessions must be completed by the dates specified on the calendar of events.

## Training

Testing personnel are required to receive annual training in test security and administration procedures. Additional training prior to each administration is no longer required.



Calendar of  
Events

# Guide to the 2012 Coordinator Manual

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The instructions in this manual explain the responsibilities of testing coordinators for STAAR, STAAR Spanish, STAAR L, STAAR Modified, and TELPAS administrations. Testing coordinators must be thoroughly familiar with the contents of this manual and the provisions of 19 TAC, Chapter 101. Test administration policies and procedures must be followed as written so that testing conditions are uniform statewide.

## Coordinator Manual Organization

The Student Assessment Program Overview section includes general information about the Texas Student Assessment Program, an overview of available assessments, a Calendar of Events, and test security and confidentiality requirements.

- General Program Information
- Calendar of Events
- Test Security and Confidentiality Requirements

The body of the manual is divided into a section for STAAR and a section for TELPAS. Both the STAAR and TELPAS sections of the manual are divided in the following manner:

- Introduction
- Training
- Preparation for Test Administrations
- Monitoring of Test Administrations
- Completion of Test Administration Process

The appendices include gridding information and security oaths for STAAR and TELPAS administrations. Other material that had been included in appendices in the 2011 *Coordinator Manual* are available as online resources.

The 2012 manual has been redesigned for improved usability. Features of the new design include the following:

- elimination of separate district and campus coordinator sections
- icons that indicate areas of responsibility for district and/or campus coordinators
- action-oriented checklists embedded in the text
- a “NOTES” column on each page with links to resources found online and space to jot down important reminders

Keep this manual for reference throughout the 2012 school year. The Coordinator Manual is NOT included in the coordinator packet for each test administration. It is shipped to districts only in January 2012, along with the Calendar of Events poster.

## Icons

The following icons are used throughout the manual.



This icon indicates a checklist item that a district coordinator is responsible for completing.



This icon indicates a checklist item that a campus coordinator is responsible for completing. If both the district coordinator and campus coordinator icons are used with a checklist item, either coordinator may be responsible for completing the task.



This icon indicates a link to the Calendar of Events. The icon will be located in the “NOTES” column. The Calendar of Events is also found on the Coordinator Manual Resources page.



This icon indicates additional information that is available online. The icon will be located in the “NOTES” column. The name of the resource is located below the icon and is a link to the online resource.



This icon indicates a document found on the Coordinator Manual Resources page that supplements information in the coordinator manual such as optional forms, checklists, or graphics. The icon will be located in the “NOTES” column. The text below the icon is a link to the document.



This icon indicates a resource found on the TexasAssessment website that supplements information in the coordinator manual. The icon will be located in the “NOTES” column. The text below the icon is a link to the TexasAssessment webpage.

## Coordinator Manual Resources Page

The Coordinator Manual Resources page on TEA’s Student Assessment Division website is divided into two sections: the manual itself and the resources referenced in the manual.

The *Coordinator Manual* is posted online as a complete document and also by section to allow for a faster download.

The PDF version of the *Coordinator Manual* can be searched using keywords. It also includes links indicated with light blue text. A webpage or a page within the coordinator manual will open when the link is clicked.



Coordinator  
Manual  
Resources

Resources available on the resources page include the following:

- **General Resources.** General resources referenced in the manual are listed and can be accessed from the link provided (for example, the Calendar of Events).
- **STAAR.** All resources referenced in the STAAR section of the manual are listed and can be accessed from the link provided (for example, Directions for Returning Materials to the Testing Contractor).
- **TELPAS.** All resources referenced in the TELPAS section of the manual are listed and can be accessed from the link provided.

## Publication Titles

Several publications are mentioned in the manual. Titles of publications have been abbreviated for readability. The following table lists official publication titles, the abbreviated title used in the coordinator manual, and the URL where each publication can be found online.

Official Title:	Abbreviated Name:	URL
<i>2011–2012 Test Security Supplement</i>	<i>Test Security Supplement</i>	<a href="http://www.tea.state.tx.us/student.assessment/security">http://www.tea.state.tx.us/student.assessment/security</a>
<i>2012 District and Campus Coordinator Manual</i>	<i>Coordinator Manual</i>	<a href="http://www.tea.state.tx.us/student.assessment/manuals/dccm">http://www.tea.state.tx.us/student.assessment/manuals/dccm</a>
<i>2012 STAAR Test Administrator Manual (grades 3–5, 6–8, and EOC)</i>	<i>Test Administrator Manual</i>	<a href="http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin">http://www.tea.state.tx.us/student.assessment/resources/guides/test_admin</a>
<i>TestNav 7 Combined Technical User's Guide</i>	<i>TestNav 7 Technical Guide</i>	<a href="http://www.TexasAssessment.com/resources">http://www.TexasAssessment.com/resources</a>
<i>2012 TELPAS Manual for Raters and Test Administrators</i>	<i>TELPAS Manual</i>	<a href="http://www.tea.state.tx.us/student.assessment/ELL">http://www.tea.state.tx.us/student.assessment/ELL</a>
<i>User's Guide for the Texas Assessment Management System</i>	<i>Assessment Management System User's Guide</i>	<a href="http://www.TexasAssessment.com/techinfo">http://www.TexasAssessment.com/techinfo</a>

## Supplements to the Coordinator Manual

The following manuals and users' guides are available to supplement information in the Coordinator Manual.

- The *Assessment Management System User's Guide* explains how to navigate the Texas Assessment Management System.
- The *TestNav 7 Technical Guide* provides technology guidelines for administering online assessments. This guide contains technical information covering the Assessment Management System and the browser-based version of TestNav™ 7, which is a test delivery web application.
- The *TELPAS Coordinator Supplement for Paper Administrations* explains the responsibilities of district and campus coordinators for a paper administration of TELPAS.
- The *STAAR Alternate Manual for District and Campus Testing Coordinators* explains the responsibilities of testing coordinators for administering STAAR Alternate assessments.
- The *Directions for District Coordinators, Campus Coordinators, and Test Administrators—TAKS, TAKS-M, and LAT* is a combined manual for use during the administration of TAKS assessments.

## Texas Administrative Code

The TAC and updates to the TAC are available on the Internet in PDF format, which allows users to print copies as needed and search the electronic version for specific topics.



Coordinator  
Manual  
Resources

Texas  
Administrative  
Code

## General Program Information

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The STAAR program encompasses STAAR, STAAR Spanish, STAAR L, STAAR Modified, and STAAR Alternate.

- STAAR includes assessments of mathematics, reading, writing, science, and social studies in grades 3 through 8 and twelve EOC assessments.
- STAAR Spanish is provided for ELLs in grades 3–5 who meet specific participation requirements for a Spanish-version assessment.
- STAAR L is a linguistically accommodated English version of the STAAR grades 3–8 and EOC mathematics, science, and social studies assessments for ELLs who meet participation requirements for particular types of linguistic accommodations.
- STAAR Modified is an alternate assessment based on modified academic achievement standards and is intended for a small number of students receiving special education services who meet specific participation requirements.
- STAAR Alternate is an alternate assessment based on alternate academic standards and is designed for students receiving special education services who meet the specific requirements. STAAR Alternate is provided to meet the diverse needs of students with significant cognitive disabilities enrolled in grades 3 through high school.

TELPAS assesses the progress that grades K–12 ELLs make in learning the English language in the domains of listening, speaking, reading, and writing.



# Accommodations Information

Accommodations are changes to materials or procedures that enable students with disabilities and ELLs to participate meaningfully in learning and testing. Information regarding allowable accommodations for the STAAR and TELPAS programs can be found on the Accommodation Resources page.

## Accommodations for Students with Disabilities

- If a student with a disability was allowed accommodations, the accommodation type or types must be indicated at the time of testing. The following types of accommodations are included:
  - Type 1—available for students who have a specific need and who routinely, independently, and effectively use the accommodation during classroom instruction and testing; not necessary to submit an Accommodation Request Form to TEA
  - Type 2—includes the requirements of Type 1, along with additional specific eligibility criteria; not necessary to submit an Accommodation Request Form to TEA
  - Type 3—requires the submission and approval of an Accommodation Request Form to TEA

Refer to the Accommodation Resources page for more information regarding accommodations and how to categorize them. Information about accommodations used by the student is collected as part of federal reporting requirements.

## Linguistic Accommodations for ELLs

Linguistic accommodations address the unique second language acquisition process of students who are learning a new language. These accommodations are intended to decrease the language barrier ELLs experience when learning and demonstrating knowledge and skills in English.

Linguistic accommodations are available for eligible ELLs taking STAAR, STAAR L, and STAAR Modified. The types and number of linguistic accommodations available vary in accordance with the eligibility criteria and the subject area assessed. Because students taking STAAR Spanish are testing in their primary language, linguistic accommodations beyond a native language assessment are not provided.



Accommodation  
Resources



Accommodation  
Resources



Optional Test  
Administration  
Procedures and  
Materials

## Optional Test Administration Procedures and Materials

- Some procedures and materials that have been referred to as testing accommodations in previous years will now be considered optional test administration procedures and materials. These will be available to any student who needs them, and their use during the statewide assessment is not recorded on the student's answer document. Examples of some procedures and materials that are no longer considered testing accommodations include the following:
  - individual or small-group administration
  - scratch paper or other workspace
  - reading assistance on the grade 3 mathematics test
  - colored overlays
  - magnifying devices
  - place markers

More information about these and other optional test administration procedures and materials is available in the document, *Optional Test Administration Procedures and Materials*.



## Calendar of Events—2012 Testing

Events		Test Administration/Grade Level					
		March TAKS Exit Level Retest	March TAKS/TAKS–M Grades 10, 11, & Exit Level ELA	March STAAR Grades 4 & 7 Writing	March STAAR Grades 5 & 8 Math & Reading	Spring TELPAS Grades K–12	March STAAR End-of-Course
Districts receive precode file layouts		9/6	9/6	9/6	9/6	—	9/6
District coordinators submit participation counts (paper and online testing)		—	9/23–11/7	9/23–11/7	9/23–11/7	—	9/23–11/7
District coordinators select precode option/select sort order		11/9–12/9	11/9–12/9	11/9–12/9	11/9–12/9	11/9–12/9	11/9–1/20
Districts receive Advance Letter/Materials List (posted online only)		1/30	2/6	2/27	2/27	—	2/27
District coordinators submit precode files/send student data		1/3–1/20	1/3–1/20	1/16–2/10	1/16–2/10	—	1/16–2/10
Registration site open for student data submission (online testing only)		1/3–3/13	—	—	—	1/16–4/13	1/16–4/3
Registration for out-of-school/district examinees (online only)		12/5–1/20	—	—	—	—	—
Districts receive test administrator manuals		1/9–1/13	1/9–1/13	2/20–2/24	2/20–2/24	1/9–1/13	2/20–2/24
District coordinator training sessions		By 1/27	By 1/27	By 1/27	By 1/27	By 1/27	By 1/27
Districts receive combined shipment of test materials		2/13–2/17	2/13–2/17	3/5–3/16	3/5–3/16	—	3/5–3/9
Deadline for district coordinators to order additional materials		2/27	2/27	3/19	3/19	2/27	3/19
Districts receive precoded materials		By 2/17	By 2/29	By 3/19 <sup>†</sup>	By 3/19 <sup>†</sup>	By 2/18 <sup>*</sup>	By 3/19 <sup>†</sup>
Districts receive out-of-school/district materials		2/21	—	—	—	—	—
Campus coordinator training sessions		By 2/27	By 2/27	By 3/19	By 3/19	Holistic By 2/10 Reading By 2/24	By 3/19
Test administrator training sessions		By 3/2	By 3/2	By 3/23	By 3/23	Holistic By 2/20 Reading By 3/16	By 3/23
<b>TEST ADMINISTRATIONS</b>	<b>Writing</b>	—	—	3/27–3/28	—	—	—
	<b>English Language Arts</b>	3/7	3/7 3/8 (G10 make-up)	—	—	—	—
	<b>Mathematics</b>	3/8	—	—	3/27	—	—
	<b>Reading</b>	—	—	—	3/28	—	—
	<b>Science</b>	3/9	—	—	—	—	—
	<b>Social Studies</b>	3/5	—	—	—	—	—
	<b>End-of-Course</b>	—	—	—	—	—	3/26–3/29 <sup>††</sup>
	<b>TELPAS</b>	—	—	—	—	3/19–4/11	—
Campus coordinators return scorable materials to district coordinator		3/9	3/9	3/29	3/29	—	3/30
District coordinators ship all scorable materials; and/or order optional reports through Assessment Management System		3/12	3/12	3/30 <sup>^</sup>	3/30	4/13	4/2 <sup>^^</sup>
Districts complete verification of TELPAS student records		—	—	—	—	4/13	—
Campus coordinators return all nonscorable materials to district coordinator		3/19	3/19	4/9	4/4	—	4/9
District coordinators ship all nonscorable materials		3/26	3/26	4/16	4/10	—	4/16
Districts receive preliminary rosters (online only)		3/30	—	—	—	—	—
Districts receive Standard and Optional Reports		4/20	5/23	5/23	5/23	5/11	6/8
Education service centers receive preliminary region reports (online only)		—	5/30	5/30	4/25	—	6/15
Districts notify students and parents of test results		By 5/22	By 5/29	TBD	TBD	By 5/22	By 6/15
Resolve Student Alerts/Record Changes		4/18–5/4	5/21–6/1	5/21–6/1	4/16–5/4	5/9–6/1	3/30–6/15
Districts submit test information changes		—	5/21–6/1	5/21–6/1	4/16–5/4	—	3/30–6/15
Districts receive corrected CSRs and data files (online only)		5/18	6/15	6/15	5/18	6/15	6/27
Education service centers receive final region reports (online only)		6/8	6/29	6/29	5/25	6/22	6/29
Districts report results to local board of trustees		By 9/28	By 9/28	By 9/28	By 9/28	By 9/28	By 9/28

NOTE: The TAKS (Accommodated) form is administered on the same day as the TAKS administrations.

<sup>\*</sup>For TELPAS, these are electronic student records.

<sup>†</sup>Precoded materials may arrive up to three weeks prior to the date noted.

<sup>††</sup>STAAR English I, II, and III are administered on assigned testing days. Refer to the Student Assessment Testing Calendar.

<sup>‡</sup>District coordinators must select assessment mode option for this administration.

<sup>^</sup>Optional Reports for STAAR grades 4 and 7 will be ordered with the STAAR 3–8 administration.

<sup>^^</sup>Optional Reports for the March STAAR end-of-course administration will be ordered with the May STAAR end-of-course administration.

<sup>\*\*</sup>New coordinators only

## Calendar of Events—2012 Testing

Events		Test Administration/Grade Level						
		April TAKS/TAKS–M Grades 10, 11, & Exit Level	April STAAR Grades 3–8	April TAKS Exit Level Retest	May STAAR End-of-Course	July STAAR End-of- Course	July TAKS Exit Level Retest	October TAKS Exit Level Retest
Districts receive precode file layouts		9/6	9/6	—	9/6	9/6	—	8/13
District coordinators submit participation counts (paper and online testing)		9/23–11/7 1/3–1/27 updates	9/23–11/7 1/3–1/27 updates	—	9/23–11/7 1/3–1/27 updates	3/26–4/6¶	—	—
District coordinators select precode option/select sort order		11/9–2/17	11/9–2/17	—	1/9–3/30	6/4–6/6	—	8/6–8/24
Districts receive Advance Letter/Materials List (posted online only)		4/2	3/26	4/2	4/9	6/11	6/11	9/24
District coordinators submit precode files/send student data		3/5–3/16	3/5–3/16	—	3/5–3/30	6/4–6/6	—	9/4–9/14
Registration site open for student data submission (online testing only)		—	—	3/20–5/1	3/5–5/21	6/4–7/17	5/28–7/16	9/10–10/25
Registration for out-of-school/district examinees (online only)		—	—	—	—	5/31–6/14	4/30–6/8	8/6–9/17
Districts receive test administrator manuals		—	1/23–1/27	—	1/23–1/27	1/23–1/27	—	—
District coordinator training sessions		By 1/27	By 1/27	By 1/27	By 1/27	By 6/15**	By 6/15**	By 9/21**
Districts receive combined shipment of test materials		4/9–4/13	4/2–4/13	4/9–4/13	4/16–4/20	6/18–6/22	6/18–6/22	10/1–10/5
Deadline for district coordinators to order additional materials		4/16	4/16	4/16	4/30	7/2	7/2	10/15
Districts receive precoded materials		By 4/17†	By 4/17†	By 4/13	By 4/30†	By 6/22	By 6/22	By 10/5
Districts receive out-of-school/district materials		—	—	4/17	—	7/2	7/2	10/15
Campus coordinator training sessions		By 4/16	By 4/16	By 4/16	By 4/30	By 7/2	By 7/2	By 10/9
Test administrator training sessions		By 4/23	By 4/23	By 4/23	By 5/4	By 7/6	By 7/6	By 10/15
TEST ADMINISTRATIONS	Writing	—	—	—	—	—	—	—
	English Language Arts	4/24 (G10 LAT)	—	4/24	—	—	7/9	10/22
	Mathematics	4/23 (G10 LAT) 4/24 (G10) 4/25 (G11, XL)	4/24 (G3, 4, 6, 7)	4/25	—	—	7/10	10/23
	Reading	—	4/25 (G3, 4, 6, 7)	—	—	—	—	—
	Science	4/26	4/26 (G5, 8)	4/26	—	—	7/11	10/24
	Social Studies	4/27	4/27	4/27	—	—	7/12	10/25
	End-of-Course	—	—	—	5/7–5/18	7/9–7/13††	—	—
	TELPAS	—	—	—	—	—	—	—
Campus coordinators return scorable materials to district coordinator		4/27	4/30	4/27	5/21	7/16	7/16	10/26
District coordinators ship all scorable materials; and/or order optional reports through Assessment Management System		4/30	5/2	4/30	5/22	7/16	7/16	10/29
Districts complete verification of TELPAS student records		—	—	—	—	—	—	—
Campus coordinators return all nonscorable materials to district coordinator		5/7	5/9	5/3	5/28	7/18	7/18	10/30
District coordinators ship all nonscorable materials		5/16	5/15	5/14	6/1	7/24	7/24	10/31
Districts receive preliminary rosters (online only)		—	—	—	—	—	—	11/9
Districts receive Standard and Optional Reports		5/23	5/23	5/16	6/8	8/10	8/10	11/30
Education service centers receive preliminary region reports (online only)		5/30	5/30	—	6/15	—	—	—
Districts notify students and parents of test results		By 5/29	By 5/29	By 6/6	By 6/15	By 9/7	By 9/7	By 12/28
Resolve Student Alerts/Record Changes		5/21–6/1	5/21–6/1	5/14–6/1	5/16–6/15	7/12–8/17	8/8–8/24	11/28–12/14
Districts submit test information changes		5/21–6/1	5/21–6/1	—	5/16–6/15	7/12–8/17	—	—
Districts receive corrected CSRs and data files (online only)		6/15	6/15	6/15	6/27	8/24	9/7	12/28
Education service centers receive final region reports (online only)		6/29	6/29	6/29	6/29	9/7	9/21	1/11
Districts report results to local board of trustees		By 9/28	By 9/28	By 9/28	By 9/28	By 11/2	By 11/2	By 1/25



# Test Security and Confidentiality Requirements

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All state assessment instruments as defined under TEC §39.023 and §39.027 are considered secure, and the contents of these tests, including student information used or obtained in their administration, are confidential. As specified in 19 TAC, Chapter 101, each person participating in the state assessment program is required to maintain and preserve the security and confidentiality of this information, and all test material and student data must be handled in strict accordance with the instructions contained in this manual, the *Test Security Supplement*, and in the test administrator manuals.

## Test Security

Test security involves accounting for all secure materials and confidential student information before, during, and after each test administration. Districts must ensure that the only individuals permitted to have access to these materials and information are district personnel who meet the requirements to participate in the state assessment program and who have been trained and have signed the appropriate oath. Further, districts are required to implement the controls necessary to ensure throughout each stage of an administration the proper storage and accurate tracking of secure materials. Documents used to account for materials, such as Materials Control Forms, should be completed accurately and carefully maintained in a location that would prevent them from being compromised. Other steps districts must take to maintain proper security include, but are not limited to:

- maintaining an inventory of all materials upon receipt from the state's testing contractor;
- placing test booklets and answer documents in limited-access locked storage (for example, in a locked closet or cabinet to which only the testing coordinator has a key) when not in use;
- collecting and destroying immediately after each test administration any charts or reference materials students have written on and any scratch or graph paper used during an assessment;
- ensuring when testing has concluded that all secure materials assigned to individual campuses have been inventoried and packaged in accordance with the procedures detailed in this manual; and
- maintaining inventory and shipping records for at least five years in the event that a discrepancy arises or the receipt of the district's materials cannot be confirmed.

District testing coordinators are ultimately responsible for ensuring that all secure items have been accounted for prior to shipping the materials back to the testing contractor.

## Confidentiality Requirements

Maintaining the confidentiality of the state testing program involves protecting the contents of all test booklets, online assessments, completed answer documents, TELPAS holistically rated components, and STAAR Alternate student performance documentation forms. This requires compliance with, but is not limited to, the following guidelines:

- Before handling secure test materials, all testing personnel who meet the requirements to participate in state testing must undergo training and must sign the appropriate security oath affirming that they understand what is considered confidential.
- Before accessing the secure online administrative features of the Assessment Management System, trained and qualified testing personnel who will be administering online assessments must first read and accept a statement of confidentiality.
- All tests must be administered in strict accordance with the instructions contained in the test administration materials.
- No person may view, reveal, or discuss the contents of a test booklet or online assessment before, during, or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials. **If circumstances necessitate that a test booklet or online assessment be examined, permission MUST first be obtained from TEA.**
- No person may duplicate, print, record, write notes about, or capture by any electronic means any portion of a secure assessment instrument (paper or online) without prior approval from TEA. Due to the design of the STAAR assessments, districts may not duplicate and retain student compositions and/or short-answer responses.
- No individuals other than students during an assessment may perform calculations, solve, or respond to test items.
- Test administrators conducting an oral administration must be aware that they are viewing secure content, and that responding to test items, recording the information they see, or discussing the content of the test at any time is strictly prohibited. As a reminder of this obligation, individuals who give an oral administration of a test are required to sign a separate section of the test administrator's oath.
- No person may review or discuss student responses or STAAR Alternate performance data during or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials.

For additional information, including steps districts can take to maintain test security and confidentiality, and for more detail about security requirements, refer to the *Test Security Supplement*.



*Test Security  
Supplement*

## Penalties for Prohibited Conduct

In accordance with 19 TAC §101.65, any person who violates, assists in the violation of, or solicits another to violate or assist in the violation of test security or confidentiality, and any person who fails to report such a violation, may be subject to the following penalties:

- placement of restrictions on the issuance, renewal, or holding of a Texas educator certificate, either indefinitely or for a set term;
- issuance of an inscribed or non-inscribed reprimand;
- suspension of a Texas educator certificate for a set term; or
- revocation or cancellation of a Texas educator certificate without opportunity for reapplication for a set term or permanently.

Release or disclosure of confidential test content could result in criminal prosecution under TEC §39.0303, Section 552.352 of the Texas Government Code, and Section 37.10 of the Texas Penal Code. Further, 19 TAC §249.15 stipulates that the State Board for Educator Certification may take any of the above actions based on satisfactory evidence that an educator has failed to cooperate with TEA in an investigation.

Additionally, irregularities resulting in a breach of test security or confidentiality may result in the invalidation of students' assessments.

## Measures Implemented by TEA to Ensure Test Security and Confidentiality

Maintaining the security and confidentiality of the Texas state assessment program is critical to ensuring valid test scores and providing standard and equal testing opportunities for all students. In accordance with TEC §39.0301, TEA has engaged in ongoing efforts to improve the security of the assessment program, including the introduction in June 2007 of a comprehensive 14-point plan designed to assure parents, students, and the public that test results are meaningful and valid.

More information about the recommendations for implementation of the 14-point Test Security Plan can be found online.

Given the high stakes associated with student performance, test administration personnel may face challenges in managing the testing requirements at the local level. To help guide districts in implementing these requirements and to foster best practices for maintaining a secure testing program, the Student Assessment Division developed the *Test Security Supplement*.



*Test Security  
Supplement*



## Security Oaths and Confidentiality Statements

All district and campus personnel who participate in state-mandated testing and/or handle secure test materials must meet the eligibility requirements detailed in this manual and be trained and sign a security oath. Any person who has more than one testing role (for instance, a principal who also serves as campus coordinator) must receive appropriate training and sign a security oath for **each** role.

**NOTE:** Any person who serves as a test administrator, even as relief for a regular test administrator, must receive appropriate training and sign the test administrator oath.

Security oaths for superintendents and district testing coordinators are included in the district coordinator packets issued prior to each administration, as well as in this manual. Security oaths for administrative personnel are included in Appendix B of this manual. Security oaths for test administrators can be found in the test administrator manuals. Additionally, all oaths are available for viewing or downloading.

With the exception of STAAR Alternate and TELPAS, test administrators are required to sign only one oath for the 2012 testing year. All oaths are valid for 2012 spring, summer, and fall testing, as well as any field testing conducted during this time period. TELPAS oaths for test administrators, raters, and writing collection verifiers and STAAR Alternate test administrator oaths are separate from other oaths.

Refer to the associated section in the *Assessment Management System User's Guide* for more information about the online testing confidentiality statement.

Districts electing to use certified or noncertified paraprofessionals (e.g., teacher aides) during the administration of a state assessment, including any personnel who have access to secure test materials, must identify a certified staff member who will be responsible for supervising these individuals. If a violation of test security or confidentiality occurs under this circumstance, the supervising certified professional is subject to the penalties outlined previously.

## Document Retention

Districts are required to securely maintain the following documents for a period of five years after a test administration:

- signed security oaths for all testing personnel (with the exception of the district testing coordinator and superintendent/chief administrative officer oaths, which are mailed to the state's testing contractor)
- testing irregularity and investigation documentation



Oaths

- inventory and shipping records (including Materials Control Forms and records documenting the transfer of secure materials within and outside the district)
- seating charts for all test sessions

Districts may decide how this documentation is to be stored—scanned and kept in an electronic format or retained as hard copy—as long as the information is secure, legible, and can be retrieved if necessary.

## Testing Irregularities

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities and are viewed by TEA as falling in one of two categories—serious and procedural. Serious irregularities constitute severe violations of test security and/or confidentiality and can result in the individual(s) responsible being referred to the TEA Educator Certification and Standards Division for consideration of disciplinary action (including suspension or termination of educator certification credentials). Examples of serious violations involve, but are not limited to, the following behaviors:

- directly or indirectly assisting students with responses to test questions
- tampering with student responses
- falsifying TELPAS holistic ratings or STAAR Alternate student performance data
- viewing secure test content or STAAR Alternate performance data during, or after an assessment (unless specifically authorized to do so by the procedures outlined in the test administration materials)
- discussing secure test content, student responses, or student performance
- scoring student tests, either formally or informally
- duplicating, recording, or capturing electronically secure test content without permission from TEA

Procedural irregularities are less severe and more common and are typically the result of minor deviations in testing procedures. Below are some examples of procedural irregularities that have been grouped by category.

### Eligibility Error

- Eligible students were not tested.
- Ineligible students were tested.

### Individualized Education Program (IEP) Implementation Issue

- A student receiving special education services was provided an unapproved or undocumented accommodation or was not provided a prescribed accommodation.
- A student receiving special education services was administered the wrong test.

## Improper Accounting for Secure Materials

- Secure materials were not returned, checked in, and accounted for at the end of each testing day.
- A test administrator, campus testing coordinator, or district testing coordinator lost or misplaced completed answer document(s), test booklet(s), or other secure materials.
- Secure materials were not returned to the testing contractor by the published date.

## Monitoring Error

- A test administrator left a room unattended when students or secure materials were present or when secure online tests were visible.
- Secure materials were left unattended, or secure online tests were left open and visible, during a lunch break, a short break taken in the testing room, or restroom breaks.
- Testing personnel did not monitor students during a break.
- A test administrator did not ensure that students worked independently during testing (for example, examinees were not prevented from gaining an unfair advantage through the use of cell phones, text messages, or other means).
- A test administrator did not verify that a student filled in his or her responses on the answer document.
- A student was allowed to remove secure materials from the testing area.

## Procedural Error

- A test administrator failed to issue the correct materials (for example, charts, rulers, No. 2 pencils, dictionaries, calculators), or students were provided nonallowable materials.
- Testing personnel who were not properly trained were allowed to administer tests or handle secure materials.
- For the STAAR program, a student was permitted to test beyond the required four-hour time limit or was not provided the full four-hour time allotment to complete an assessment.
- A test administrator failed to use the test administration materials or failed to read aloud the bolded, scripted test administration directions verbatim as outlined in the test administration materials.
- A student was provided an unallowable accommodation.
- A TELPAS writing collection was not submitted in accordance with required assembly criteria.

## Reporting of Testing Irregularities

Each person participating in the state assessment program is directly responsible for reporting immediately any violation or suspected violation of test security or confidentiality. Campus staff should notify their campus or district testing coordinator if they witness an irregularity or suspect one has occurred, and district testing coordinators should in turn notify TEA. The district testing coordinator is directly responsible for reporting to TEA all violations that occur within his or her district. Further, any incidents involving alleged or suspected violations that fall under the category of a serious irregularity must be reported to the Student Assessment Division **as soon as the district coordinator is made aware of the situation**. Testing personnel should contact TEA if they are unsure about whether an irregularity has occurred or if they are unclear regarding what constitutes a serious violation.

19 TAC §101.65 requires the superintendent and campus principals in each school district, the chief administrative officer of each charter school, and any private school administering tests as allowed under TEC §39.033, to ensure that TEA is notified of any conduct that violates the security or confidential integrity of a test. Failure to cooperate with TEA in an investigation or to properly report that an individual has engaged in conduct that violates the security or confidentiality of a test is itself a violation of 19 TAC §101.65 and §249.15 and could result in sanctions.

Reporting requirements differ based on the severity of the confirmed or alleged violation(s); however, **ALL** testing irregularities must be reported through the submission of a Student Assessment Division online incident report form. The contents of reports and documentation submitted to TEA must clearly lay out the sequence of events and include the district's determination in the matter. TEA may also require additional information, such as a Corrective Action Plan, or require certain documentation to be maintained at the district level. The following information describes the specific reporting requirements.



Online Incident  
Report

### Reporting Serious Irregularities

The district testing coordinator (or his or her designee) is responsible for investigating confirmed or alleged serious testing violations and must notify the TEA Student Assessment Division as soon as the district is made aware of the situation. Depending on the nature and severity of the issue, TEA may request that the district take certain actions, such as interviewing students or interpreting test results, to ensure a thorough and complete investigation. At a minimum, each of the following items must be completed and submitted by the district to fulfill the state's requirements for reporting serious testing violations:

1. an incident report (must be submitted via the Online Incident Reporting Process)
2. typed and signed statement(s) from the individual(s) involved
3. a district determination in the matter
4. a Corrective Action Plan (if required by TEA)

Statements from parties responsible for or involved in a serious testing irregularity should be typed and submitted on district/campus letterhead and include at least the following information:

- name, title, and role during testing
- how the individual was responsible for or involved in the incident
- a description of the incident from the individual's perspective (educators implicated in the report of having committed a serious testing irregularity should include a response to each specific allegation)
- the individual's signature
- the date the statement was generated

District coordinators or their designees should review all statements submitted by the responsible/involved parties to ensure that at least the minimum required information has been gathered. If a discrepancy is noted in statements provided in response to a serious irregularity, coordinators should reconcile any issue(s) with the individual(s) involved and provide a district determination regarding the identified inconsistencies.

If TEA determines that a Corrective Action Plan must be submitted, the following information should be included in the plan:

- a brief summary of the incident
- a description of how the incident occurred
- a description of why the incident occurred
- a description of the specific procedure(s) that will be implemented to prevent future occurrences of this type of incident
- name and role (title) of person submitting the plan
- signature of superintendent or chief administrative officer acknowledging and approving this plan

## Reporting Procedural Irregularities

Procedural irregularities are often the result of minor errors that do not generally represent severe breaches in test security or confidentiality. Therefore, the reporting procedures for these types of incidents are simplified and do not include the requirement to collect and submit supporting documentation or statements from all parties involved. District testing coordinators (or their designees) are still responsible for evaluating these kinds of errors so that they can provide an accurate summary of the incident when reporting the irregularity via the Online Incident Reporting Process. The district's reporting obligation is fulfilled once the online submission has been completed.

All procedural irregularity reports should be submitted within 10 working days of the district testing coordinator being made aware of the incident.



Online Incident  
Report

## NOTES



Online Incident  
Report

## Submission of Information

Incident reports must be submitted to TEA online using the following guidelines:

1. Access the Online Incident Reporting Process located on TEA's Student Assessment Division website.
2. Review the procedures for reporting an irregularity online and then click the *Click here to submit an online incident report* link.
3. Select your district and campus from the pull-down menus; complete the required information in the form.
4. If you are submitting the documentation required for a serious violation, use the form's attachment feature to attach the electronic supporting documentation.
5. If you choose not to use the online attachment option, all supporting documentation can be submitted by e-mail to [testsecurity@tea.state.tx.us](mailto:testsecurity@tea.state.tx.us). With each set of documentation attached to an e-mail, be sure to include in the subject line the incident identification number provided to you upon completion of the online submission.

If you encounter difficulties using the online submission process, call the Student Assessment Division at 512-463-9536 for assistance.

## Reporting of Disciplinary Actions Taken Against Students for Cheating on State Assessments

If a district determines that an examinee has been involved in an attempt to cheat on a state assessment, the district is required to invalidate the student's test. Additional disciplinary action may be taken at the local level in accordance with district policy. Any locally determined disciplinary actions stemming from the cheating must be submitted to TEA via the online reporting form developed for that purpose, which can be accessed at <http://www.tea.state.tx.us/student.assessment/security>.

Submission of a separate online incident report form will be necessary **ONLY IF** the district determines that adult testing personnel contributed to, caused, or did not detect the cheating due to inadequate monitoring.

For more information about test security, refer to the *Test Security Supplement*.



Test Security  
Supplement